

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100110053-7

REPORTS INVENTORY					CONTROL NO.	
PREPARE IN DUPLICATE					DDS/OF-120	
1. TITLE OF REPORT (If a fill-in report include Form No.) Class "A" Financial Report (Form nos. 724, 588, 967, 563, 564, 565, 566, 589, 1468, Sched. of Advance to other Agencies)					TYPE OF REPORT	<input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING
3. FUNCTIONAL AREA	PERSONNEL	TRAINING			ADMIN. GENERAL	
	LOGISTICS	SECURITY			OTHER (specify)	
	MEDICAL	<input checked="" type="checkbox"/> FINANCE				
4. NO. OF COPIES PREPARED 3	5. FREQUENCY (weekly, monthly, quarterly, etc.) Quarterly			6. DISTRIBUTION (No. of components not number of copies) 1		
7. FORMAT (memorandum, form computer print-out, etc) Form	8. ADP PROCESSING <input type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. <input checked="" type="checkbox"/> NO			9. DIRECTIVE AUTHORITY REQUIRING REPORT 25X1		
10. PREPARING COMPONENT (include lowest level contributing information to report)			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
12. COST FACTORS						
A. MANUAL PREPARATION AND REVIEW COSTS						
GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	= COST PER YEAR
Reg. Class A - 16						
GS-11	\$ 6.11	16x12=192		\$ 1,173.12	3	\$ 3,519.36
Mod. Class A - 9						
GS-12	\$ 7.28	9x4=36		262.08	3	786.24
Reg. Class A - 16						
GS-09	\$5.07	16x4=64		324.41	3	973.44
Mod. Class A - 9						
GS-09	5.07	9x8=72		365.04	3	1,095.12
B. COSTS OF COMPUTER PRODUCED REPORTS						
		357				
TOTAL COSTS PER YEAR						\$ 6,374.16
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.						
Total Class A Installations				36		
<div style="border: 1px solid black; display: inline-block; width: 100px; height: 20px;"></div> (Not processed by Accts. Div.)				11		
Total as computed above				25		
14. FUTURE GOALS						
GOAL PROPOSED BY COMPONENT FOR THIS REPORT					ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE					<input checked="" type="checkbox"/> OTHER (explain) Conversion of more Installations to Mod. Class A.	
					MAN-HOURS	DOLLARS
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				18. EXTENSION
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